

FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

Virtual Zoom Meeting

MINUTES OF DECEMBER 6, 2021 FWDB MEETING

INTRODUCTION AND ROLL CALL

The Foothill Workforce Development Board Vice Chair, Tom Selinske, welcomed the board members, staff members and guests and called the meeting to order at 9:06 a.m. He then called for the roll call of members and introduction of guests.

Present - FWDB

Tom Selinske, Vice Chair, FocusOut LLC
Denise Allevato, CA Employment Development Department
Tony de Trinidad, Painters & Allied Trades DC 36
Hector Delgado, Teamsters Local Union No.396
Elia Evans, UEI College
Flint Fertig, Monrovia Unified School District
John Frala, Rio Hondo College
Robert Helbing, Air Tro, Inc.
Gene Hurd, UAW Local 509
Helen Romero-Shaw, Southern California Gas Company
Tashera Taylor, Foothill Unity Center, Inc.
Brenda Trainor, Frontier Trail, Inc.

Absent - FWDB

Dan J. Lien, Chair, DJL Professional Services (Excused)
Keshia Bowen, Simply Divine
Salvatrice Cummo, Pasadena City College (Excused)
Shomari Davis, IBEW Local 11 (Excused)
Steven Gutierrez, Rager's Abbey Flooring & Window Covering
Victor LaGroon, City of Hope
Denise McKnight, Department of Rehabilitation
Sandra Mejia, M & R Professional Services
Michael Wangler, Citrus College
Laurie Wheeler, South Pasadena Chamber of Commerce

A quorum of the Foothill Workforce Development Board was established.

Staff Present

Dianne Russell-Carter, FWDB Executive Director, Ricardo Quezada, Alma Rosa Estevez, Alex Joya, Julie McElrath, Sarah Mendoza and David Eder

Guests Present

Rachelle Arizmende, Foothill Employment Training Consortium Policy Board Chair, City of Arcadia Mayor

Vinh Truong, Foothill Employment Training Consortium Policy Board Member, Duarte City Councilmember

David Baquerizo, ProPath Inc., One-Stop operator

Anthony Crouch, CA Employment Development Department

Eric Duyshart, City of Pasadena

Michelle Garrett, City of Pasadena

Diana Ling, CA Department of Rehabilitation (attending on behalf of Denise McKnight, DOR)

Linda Offray, Shepard's Door

Flint Fertig noted that Michael Wrangler, Dean of Career/Technical & Continuing Education at Citrus College, had taken another position and was likely no longer with Citrus College. He advised he would notify Dianne Russell-Carter once he learns of Mr. Wrangler's replacement.

PUBLIC COMMENTS

Robert Helbing requested the FWDB invite Norma Quiñones, Executive Director, San Gabriel Valley Conservation Corps, as a guest speaker for a future FWDB Board meeting. Ms. Quiñones manages an employment training program and a charter high school for at-risk youth in El Monte. Flint Fertig agreed and said Ms. Quiñones would be an ally and a resource for FWDB's work. (Contact information shared via Zoom Chat: normaj.quiñones@sgvcorps.org)

APPROVAL OF MINUTES

The minutes of the September 15, 2021 FWDB meeting were approved as submitted.

Motion: Hector Delgado Seconded: Helen Romero Shaw

Roll call vote: Ayes – 10; Nays – 0; Abstentions – 2, Tashera Taylor and Brenda Trainor

CHAIR'S REPORT

Due to Chair's absence, no Chair's Report was provided.

DIRECTOR'S REPORT

Executive Director, Dianne Russell-Carter, apologized for the delay in the meeting packet email sent to FWDB members. Rita Magno, the FWDB staff member who provided board support, retired on December 1, 2021 and this affected administrative capacity. She noted there were no committee reports to present for this meeting as no FWDB committee meetings were held during the past quarter. As the Youth Program recently resumed due to COVID delays, there was no Youth Program report but she would update the Board on the program. Additionally, there was no Budget Report as FWDB Financial Manager, Rey Okamoto, recently resigned to pursue other endeavors. She was working with the City of Pasadena Human Resources to provide temporary support for the Financial Manager position while a permanent position is recruited. She also announced the December 31, 2021 retirements of FWDB staff members Lynette Beckles, case manager for the past 30 years and Julie McElrath, a management analyst

for the past 20 years. She was considering limited term employment to replace these positions. She also explained that David Baquerizo of ProPath, the One Stop Operator for FWDB, will be providing additional Rapid Response and business services assistance.

Dianne Russell-Carter provided an overview of how COVID-19 impacted operations. As offices were closed and re-opened several times during the epidemic, regular work duties were accomplished through a telework arrangement and staff developed some telework tools to continue providing services to clients. Many clients were coming to the FWDB staff to seek assistance in resolving Employment Development Department (unemployment insurance) issues. She gave credit to EDD staff for resolving the issues and diligently working with clients.

Dianne Russell-Carter explained the FWDB's Regional Coordinator role for the seven WDB member, Los Angeles Basin Regional Planning Unit. Under this role, the FWDB oversees the Regional Planning Implementation (RPI) Grants, RPI 3.0 - Earn and Learn with Employment Supports, and RPI 4.0 – Diversity, Equity and Inclusion in High Road Jobs. RPI 3.0 is underway and contracts are being distributed to the other WDBs. The Four Year Local Plan was also completed and submitted to the State.

Internally, over the next six months, staff is re-working the existing customer/job-seeker orientation and enrollment process toward more virtual services.

Dianne Russell-Carter and staff member, David Eder, met with Teri Hollingsworth of the Hospital Association of Southern California (HASC). Ms. Hollingsworth would like to nominate executive candidates from local hospital organizations for consideration in appointment to the FWDB. In addition, HASC would like to explore collaboration for training and recruitment opportunities with the FWDB.

Dianne Russell-Carter informed her intention to consider replacement of the existing mobile unit with a smaller unit. She also would like to invest \$75,000 in Rapid Response funds to upgrade the FWDB website to expand client services available online.

Tom Selinske asked about the FWDB's budget cycle. Dianne Russell-Carter advised the budget cycle was July 1, 2021 through June 30, 2022 and that staff was working on a budget for the FWDB's consideration at the next quarterly meeting in March 2022. Budget planning was challenging due to the vacant Financial Manager position. The budget will then need to be approved by the Pasadena City Council. Brenda Trainor asked when the FWDB approved the current budget. Deputy Director, Ricardo Quezada, advised that the Federal grants were multi-year but that he believed the FWDB approved the current 2021-2022 Program Year budget cycle at its March 2021 meeting and by the Pasadena City Council in June of 2021. The question came up as to the specific protocol for approval of the budget, whether by the Policy Board, the full FWDB, and/or the FWDB Planning Committee. Tom Selinske asked staff to review and clarify back to the FWDB as to the official protocol.

LOS ANGELES BASIN REGIONAL PLANNING UNIT (LABRPU) REGIONAL ORGANIZER REPORT

Deputy Director, Ricardo Quezada, updated the Board regarding the efforts of the Los Angeles Basin Regional Planning Unit (LABRPU), comprised of the seven WDBs of Foothill, Los Angeles City, Los Angeles County, Verdugo, Southeast Los Angeles County, South Bay Workforce Investment Board, and Pacific Gateway Workforce Innovation Network.

Ricardo Quezada stated there are two regional initiatives coordinated by FWDB. First is the Earn and Learn with Non-traditional Employment Supports grant under the Regional Planning Implementation (RPI) 3.0, which supports rapid re-employment opportunities with intensive supportive services to assist a hard-to-serve jobseeker populations. These services can include direct placement, paid work experience on-the-job training, and earn and learn apprenticeships. The work also presents opportunities for sector strategies and encouraging industry partnerships through customized trainings. FWDB is coordinating a regional workgroup to identify best practices and strategies. Additionally, the grant provides funding through subcontracts with each WDB to implement some of the strategies which can be tailored for their jobseeker populations.

Ricardo Quezada stated the second initiative is the Equity, Diversity and Inclusion regional initiative under RPI 4.0 which supports the LABRPU in the effort to develop regional leadership, organize regional industry leaders, and the workforce through workforce education, economic development, and forming partnerships to promote systems change and worker empowerment through high roads employment. Each of the partner WDBs will also receive individual funding under this grant.

Ricardo Quezada explained the grant is intended to achieve equity by promoting quality jobs and training workers hardest hit by discrimination, economic exclusion and exploitation. The grant promotes strategies that will identify high road/high quality job employers to engage and secure access and opportunities to these jobs for the targeted workers. This grant term is April 2021 through September 2022.

Another regional collaboration, stated Ricardo Quezada, is the State's Prison to Employment grant. This grant strengthens linkages between the State's workforce and corrections systems to improve the process by which formerly-incarcerated and justice-involved individuals reenter the labor force. The goal is to improve labor market outcomes by creating a partnership between rehabilitative programs within the California Department of Correctional Rehabilitation (CDCR) and the state workforce system. Both systems are being brought under the State workforce plan. This grant ends March 2022. University of California Riverside will be conducting an overall evaluation of the program. It is anticipated an additional \$20 million in future State funding will be available for the Regional Planning Units for this program.

Ricardo Quezada also stated regarding FWDB's portion of the Prison to Employment grant, the staff has enrolled over 92% of the contracted service levels. Participants are enrolled in program activities such as occupational skills training, on the job training and supportive

services. FWDB staff continues to meet with the CDCR's live mentors and hub teams to advance relationships to enhance the services and coordination.

Ricardo Quezada also explained the ongoing Transitional Subsidized Employment (TSE) program, administered through the South Bay Workforce Investment Board, is having limited activity due to COVID 19 and limited and closed work sites. Staff continually works to identify employers for worksites to place participants in Earn and Learn activities that are safe and meaningful.

Ricardo Quezada stated the State convened the regional organizers on November 15-16. The State anticipates funding \$25 million for regional equity and recovery partnerships. This initiative has the potential to actualize the partnership building and planning work the regions have been engaged in. Funds will be awarded by the California WDB through a competitive grant process to the regions. It is expected one project will be funded to each of the State's 15 Regional Planning Units (RPU) and will require a partnership between a regional community college consortium and the WDBs within the RPU. The Los Angeles Basin RPU WDBs will convene and identify a lead and a proposal which will work from the region's existing and successful partnerships. In addition to incorporating WDBs' priorities, the proposal will assess regional hiring demands for good quality jobs, and then design short term targeted education, training and job placement, with a focus on integrating community college priorities such as industry valued credentials, digital literacy, credit and prior learning and work based learning. It is anticipated that the application period will be March 2022, with a grant funding period of November 2022 through November 2025.

Ricardo Quezada also stated the State WDB received \$165 million in state greenhouse gas reduction funds to be used for the California Climate Investments (CCI) program. These funds will be used to invest in high roads training partnerships, primarily the existing twelve High Road Partnerships. These will be expanded, based on the local Building and Construction Trades Council boundaries, to serve at least 3,000 disadvantaged Californians prepared for State approved apprenticeships in the trades through established community workforce agreement projects within the regions. This funding will be for the period of June 2021 through March 2023.

ACTION ITEMS

- A. FWDB Membership will vote in support or in opposition to, the proposed change to the Local Area Modification involving the City of Monrovia moving to the Los Angeles County Workforce Development Board

Tom Selinske, Vice Chair, asked if the WDB would like to entertain the motion. As no WDB member stepped forward to make the motion, Dianne Russell-Carter asked that Anthony Crouch, Regional Advisor from the California Employment Development Department (EDD), first brief the WDB as to the status of the Local Area Modification request currently submitted to and under consideration by the EDD.

Anthony Crouch stated the federal Workforce Innovation and Opportunity Act (WIOA) legislation requires the governor, in consultation with chief local elected officials, designate Local Workforce Development Areas. After initial designation, a local area may request a modification through a process which is specified through a process defined through EDD Workforce Directive 204. Only WDBs may submit a modification. On October 4, 2021, Los Angeles County WDB submitted their application to EDD, requesting the city of Monrovia be taken out of FWDB's Local Workforce Development Area and added to the County WDB's Local Workforce Development Area. Upon receiving the application, the EDD has 60 days to make a recommendation to the State WDB Executive Committee. EDD's recommendation considerations include the impact to customers within each local area and if the modification will negatively impact customers. EDD also ensures parties can dissent during the 60-day period. EDD is currently at the end of the 60-day period and it is still being reviewed. While the Los Angeles County WDB application noted that FWDB objected to the modification, EDD has no formal position from the FWDB.

Anthony Crouch stated the next step is EDD will finalize its recommendation and submit to the State WDB Executive Committee for consideration and action at its planned meeting on February 2, 2022. The process allows FWDB to weigh in at any time and it may also weigh in as public comments during the February 2, 2022 meeting. At that meeting, the Executive Committee will consider approval or will deny the request. That decision will then be submitted to the State WDB full board meeting on February 23, 2022. At this meeting, FWDB may again weigh in through public comments. Anthony Crouch stated he will send the Zoom meeting links to both the February 2nd and 23rd meetings to Dianne Russell-Carter.

Anthony Crouch stated if the State WDB approves the modification, it will be sent to the California Labor Agency for the Governor's decision. The Governor may either approve or deny the modification. If the modification is approved, there is work that will need to be done by both EDD – regarding funding allocations for the next program year – and Foothill WDB. Based on the current program year, Foothill WDB received \$1.5 million in WIOA funds. EDD is estimating about a reduction of \$137,000 reduction if Monrovia leaves the Foothill WDB. He noted this funding amount can change and depends on the WIOA funding the State receives from the federal government and other factors in the funding formula.

Anthony Crouch noted that if the modification is approved, Foothill WDB would have to update its Memorandum of Understanding (MOU) and its Local Plan. If there are business members from the City of Monrovia on the Foothill WDB, it may want to consider replacing them with business representatives from the remaining area of the WDB. The EDD can also work with Foothill WDB regarding these matters. July 1, 2022 is the start of the new fiscal year and would be the start of the modification. However, if Foothill WDB has a plan in place and some timelines established to make the changes, the process will be accepted by EDD.

Tom Selinske thanked Anthony Crouch for the information.

Tom Selinske proposed FWDB entertain a motion that the Foothill Workforce Development Board indefinitely postpone any decisions or actions regarding the Los Angeles County

Department of Workforce Development, Aging and Community Services Local Area Modification Application regarding the city of Monrovia. He asked if there was a second for that motion.

Tashera Taylor asked for clarification if the motion was to postpone or to delay and whether there was timeframe. She asked what would be the activities in the interim. Tom Selinske explained this motion was the request of Chair Dan Lien, and that he was suggesting FWDB indefinitely postpone, meaning not make any decision regarding the modification.

Tom Selinske then rephrased his motion to propose that FWDB oppose the reorganization in regard to Monrovia leaving the Foothill Workforce Development Board Area. He then asked if there was a second to this motion. Hector Delgado seconded the motion.

Helen Romero Shaw asked if this meant what we are saying is we don't want Monrovia to leave our consortium. Tom Selinske said this was correct, that we are making a public statement to that effect.

Tashera Taylor said she hadn't followed this process all the way through. She asked if the departure of Monrovia will greatly impact the partnerships as her organization is a partner in the FWDB area and Monrovia areas and she wanted to know if this will impact employment, job training. She asked if were other partners that would be affected.

Flint Fertig stated his organization was in a similar situation as Tashera Taylor's organization, that his Adult Education program serves not just City of Monrovia, but an area that includes Arcadia, Duarte, Temple City and parts of Pasadena. He stated that he believed that regardless of what happens, his organization and Tashera Taylor's organization would still work with FWDB and serve clients from both areas. Tom Selinske agreed there would be impacts and that resources would have to be realigned if the change takes place.

Tom Selinske stated that we take this formal opposition to Monrovia (leaving FWDB) and that this will be documented within the State's process.

Dianne Russell-Carter stated the former federal legislation acts that funded FWDB had been more restrictive than the current WIOA. These restrictions included that enrollees had to live within the designated geographical area and fall within certain income guidelines. The WIOA has less restrictions for jobseekers in terms of geographical limitations. FWDB will still serve jobseekers who come from Monrovia.

Anthony Crouch stated that the points made were correct. Organizations with footprints larger than Monrovia may continue serving those areas. As to affecting the board membership, he stated that for businesses that specifically serve Monrovia, FWDB may change those to business representatives from within the local area. And as to serving jobseekers, FWDB may serve jobseekers from anywhere (outside of FWDB area) in terms of basic and career services. As funding is reduced, he suggests that for more costly training services, FWDB may want to

consider handing off Monrovia clients to the LA County WDB since they will have additional funds to serve Monrovia jobseekers.

Tashera Taylor asked if it was possible to postpone the motion to oppose the reorganization until there is further discussion through a special meeting outside of the quarterly meeting schedule.

Dianne Russell-Carter stated there has not yet been a formal position taken by the FWDB. Tom Selinske said that the Chair's wording to postpone a decision was vague and that was why he modified the motion, believing that it would be better to take a position and oppose the modification. Dianne Russell-Carter stated a motion and action will be reflected in the minutes as an official motion.

An unidentified caller on the Zoom meeting asked if a person had to be a board member to ask a question at this point. Tom Selinske stated yes, they needed to be a board member just for discussion on this motion.

Flint Fertig stated that he thought that a special meeting would be better than voting now. He stated he has a lot of respect for both sides. He stated the City of Monrovia has moved forward with much thought and that he believed cities have the right to pick where they they want to be served. He also stated he does not know why this board's opinion would be more relevant than the city selecting its services. He stated that that conversation has already happened. He felt under-informed as to why the Board needed to make this decision.

Tom Selinske asked if Flint Fertig was offering to make a motion to table. Flint Fertig agreed and stated he would like to make a motion to table the current motion until the FWDB holds a special meeting to provide additional information to board members. Tom Selinske asked if there was a second. Tashera Taylor seconded the motion.

Tom Selinske clarified the motion. Tashera Taylor confirmed that a quorum was needed for any special meeting, that there would need to be a commitment from the board members to attend.

Motion Approved: That the FWDB table the current motion (motion that the Foothill Workforce Development Board indefinitely postpone any decisions or actions regarding the Los Angeles County Department of Workforce Development, Aging and Community Services Local Area Modification Application regarding the city of Monrovia), until the FWDB holds a special meeting to provide additional information to board members.

Motion: Flint Fertig Seconded: Tashera Taylor
Roll call vote: Ayes – 10; Nays – 0; Abstentions – 1, Gene Hurd

Tom Selinske stated he would work with Dianne Russell-Carter to schedule a special meeting.

Tom Selinske stated he had to leave the meeting and delegated Robert Helbing to continue as chair for the remainder of the meeting.

David Baquerizo, Pro-Path, Inc., provided a report as One-Stop Operator for the FWDB. As required by the State, all America's Jobs Center of California (AJCC) are recertified every three years. FWDB's comprehensive AJCC on Green Street is subject to this requirement and David Baquerizo and the staff handled this recertification. The process required several meetings with the co-partners that operate and provide services through the center. This recertification is considered Phase I of this process and was submitted to the State EDD by November 1. Phase II of recertification is the identification of areas of improvement and the development of a continuous improvement plan, which is due to the State EDD by December 31.

David Baquerizo stated that due to pandemic and the difficulties faced by employers, he is working with the business services staff of FWDB to increase services offered to employers. This includes incumbent worker training, which provides funds to assist employers to up-skill current employees to increase productivity or to avert layoffs. This is done through a contract, which they have developed and have in place now. They have also beefed up the on-the-job training contract, too.


Dianne Russell-Carter advised the FWDB of the proposed annual calendar for 2022. All quarterly meetings are on Wednesdays. The next meeting will be held on March 23, 2022. Robert Helbing asked when the committee meetings will be held. Dianne Russell-Carter stated she will be speaking to the committee chairs to set up committee meetings in 2022 and will advise the FWDB of these dates.

Dianne Russell-Carter advised there are openings on each of the committee meetings except the Executive Committee. Robert Helbing asked board members to notify her if they are interested in participating on any of the committees.

Robert Helbing noted the special meeting would be scheduled before the next quarterly meeting and the FWDB members would be notified.

Robert Helbing adjourned the meeting at 10:32 a.m.

(At the Special Meeting of the Foothill Workforce Development Board, held on January 6, three corrections were requested and made to the minutes. The minutes were then approved by a unanimous vote of the FWDB.)

Signed: 
Dianne Russell-Carter
Executive Director